

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY



Louis LaTorre, Director/Social Services
Division: Community Services

Meeting Date: 12/21/05

Bulk Item: Yes X No

Department: Social Services

AGENDA ITEM WORDING: Approval of Modification #001 to Contract #05EA-5K-11-54-01-019 between Monroe County and Florida Department of Community Affairs, concerning Low Income Home Energy Assistance Program funds.

ITEM BACKGROUND: This is a cost reimbursement Agreement. All other provisions of the Contract not in conflict with this Modification remain in full force and effect. This Modification is for an increase of \$12,774 in addition to the \$96,590 current FY2005-2006 LIHEAP allocation. Funds provided by the program are available to qualified households for the payment of home heating and/or cooling costs.

PREVIOUS RELEVANT BOCC ACTION: On April 20, 2005 the Board of County Commissioners Granted approval and authorized execution of Contract #05EA-5K-11-54-01-019.

CONTRACT/AGREEMENT CHANGES: An increase in funding for the 2005/2006 LIHEAP Program (Low Income Home Energy Assistance Program).

STAFF RECOMMENDATIONS: Approval

TOTAL COST: \$109,364 **BUDGETED:** Yes X No

COST TO COUNTY: N/A **SOURCE OF FUNDS:** Grant Funds

REVENUE PRODUCING: Yes N/A No N/A **AMOUNT PER MONTH** N/A

APPROVED BY: County Atty W **YEAR** N/A

OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL: 
DIVISION DIRECTOR: Sheila Barker, Director/Community Services

DOCUMENTATION: Included: x To Follow: Not Required:

DISPOSITION: Agenda Item #:

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

MOD #01

Contract # 05EA-5K-11-54-01-019



Louis LaTorre

Contract with: Department of Community Affairs

Effective Date: Dec. 21, 2005

Expiration Date: March 31, 2006

Contract Purpose/Description: Low-Income Home Energy Assistance Program Agreement provides funds to assist eligible households in meeting the cost of home energy. There has been an increase in the allocation.

Contract Manager: Louis LaTorre 4573 Social Services/Stop 1
(Name) (Ext.) (Department)

for BOCC meeting on 12/21/05

Agenda Deadline: 12/06/05

CONTRACT COSTS

Total Dollar Value of Contract: \$ _____ Current Year Portion: \$ _____

Budgeted? Yes X No _____

Account Codes: 125-6153505XXXX

Grant: \$ N/A

County Match: N/A

ADDITIONAL COSTS

Estimated Ongoing Costs: \$ N/A
(Not included in dollar value above)

For: N/A
(e.g. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Division Director	<u>11/28/05</u>	() ()	<u>Shelia Barker</u>	<u>11/28/05</u>
Risk Management	<u>11/17/05</u>	() ()	<u>M. Sleemick</u>	<u>11/17/05</u>
O.M.B./Purchasing	<u>11/18/05</u>	() ()	<u>Charles Vintore</u>	<u>11/18/05</u>
County Attorney	<u>11/16/05</u>	() ()	<u>Shelia Barker</u>	<u>11/16/05</u>

Comments: _____

MODIFICATION OF AGREEMENT
BETWEEN
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS
AND
MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and MONROE COUNTY BOARD OF COUNTY COMMISSIONERS, the ("Recipient") to modify DCA Contract Number 05EA-5K-11-54-01-019 ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a grant of \$96,590 Recipient; and

WHEREAS, additional funds have become available to increase the amount of the funding granted to the Recipient.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. Paragraph (16)(a) Funding/Consideration is hereby modified to read as follows:

AThis is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$109,364 subject to the availability of funds and appropriate budget authority." This revised contract amount includes:

1. \$96,590 Current FFY 2005-2006 LIHEAP contract allocation
 2. +\$7,791 Increase in Base Allocation
 3. +\$1,372 FFY 2004 Leveraging Funds
 4. +\$3,611 Emergency Contingency Funds
2. Attachment H (Budget Summary and Workplan) is hereby deleted in its entirety and replaced with Amended Attachment H.
3. Attachment I (Budget Detail) is hereby deleted in its entirety and replaced with Amended Attachment I.
4. The additional Emergency Contingency Funds being subgranted to the Recipient under this Modification must be used in accordance with the following requirements;
 - a. Coordinate services with other local agencies in order to reach and provide assistance to the targeted households impacted by these weather events.
 - b. In addition to the current reporting requirements, identify and report the number of households served with these funds weekly to the Department. Track the amount of dollars spent for this purpose and report in Department monthly.

- c. These funds must be used exclusively for this purpose until February 1, 2006. At that time the Recipient may choose to use the funds to serve the broader eligible population.
- d. Funds expended by your agency to serve this population prior to the signing of this amendment may be counted for this purpose.
5. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.
6. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set out herein.

RECIPIENT MONROE COUNTY BOARD OF
COUNTY COMMISSIONERS

STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS

BY: _____

BY: _____

(Type Name and Title)
Mayor/Chairman

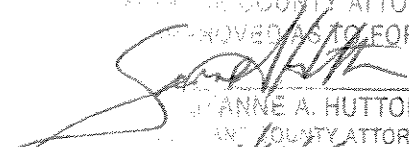
Kimball Love, Director
Division of Housing and Community
Development

DATE: December 21, 2005

DATE: _____

59-6000749

Federal Identification Number

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:

JEANNE A. HUTTON
MONROE COUNTY ATTORNEY
11/16/05

**LIHEAP
REVISED ATTACHMENT H
BUDGET SUMMARY AND WORKPLAN**

I. Budget Summary

BUDGET CATEGORY	B. Last Approved Budget Amount	C. Increase in Base Allocation	D. Leveraging	E. Emergency Contingency Funds	F. TOTAL Modified Budget
REVENUE AND FUNDING					
1. LIHEAP Funds (No Leveraging Funds)	96,590	7,791		3,611	107,992
GRANTEE ADMINISTRATIVE EXPENSE (Cell 2F cannot exceed 7.5% of Cell 1F)					
2. Salaries including: Fringe, Rent, Utilities, Travel, Other	7,244	-		-	7,244
GRANTEE OUTREACH EXPENSE (Cell 3F cannot exceed 15% of the difference between Cell 1F and Cell 2F)					
3. Salaries including: Fringe, Rent, Utilities, Travel, Other	-	-		-	-
DIRECT CLIENT ASSISTANCE					
4. Home Energy Assistance Payments (Cell 4F must be at least 25% of Cell 1F)	24,148	2,850		-	26,998
5. Crisis Benefits Payments	63,266	4,941		-	68,207
6. Weather Related/Supply Shortage (Cell 6F must be at least 2% of Cell 1F)	1,932	-		3,611	5,543
7. DIRECT CLIENT ASSISTANCE SUBTOTAL (Lines 4+5+6)	89,346	7,791		3,611	100,748
LEVERAGING FUNDS ONLY					
8. Home Energy Assistance			-		-
9. Crisis Assistance			1,372		1,372
10. LEVERAGING SUBTOTAL (Lines 8+9)			1,372		1,372
11. GRAND TOTAL (Lines 2+ 3 +7+10)	96,590	7,791	1,372	3,611	109,364

II. WORKPLAN

II. WORKPLAN

Type of Assistance	Estimated # of Households		Estimated Cost Per Household	Estimated Expenditures (Estimated # of Households X Estimated Cost Per Household) Amounts must agree with Column F above.
	Previous	Amended		
LIHEAP W/OUT LEVERAGING				
Home Energy	241	270	100	26,998
Crisis	316	341	200	68,207
Weather Related/Supply Shortage	10	18	300	5,543
TOTAL	567	629		100,748
LEVERAGING				
Home Energy				
Crisis		7	200	1,372
TOTAL		7		1,372

AMENDED ATTACHMENT I
ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL
(BUDGET SUMMARY LINES 2 AND 3)

Line Item Number	EXPENDITURE DETAIL (Round up line items to dollars. Do not use cents and decimals in totals)	LIHEAP FUNDS
<u>Administrative Expenses</u>		
2.A Travel		500.00
2.B Other		6,744.00
	1) Phone/Postage 500.00	
	2) Rental/Copy 1,906.00	
	3) Maintenance Agreement 2,495.00	
	4) Printing & Binding 400.00	
	5) Office Supplies 1,000.00	
	6) Operating Supplies 443.00	
Total Administrative Expenses		7,244.00
<u>Outreach Expenses</u>		
3.		0.00

Direct Client Assistance

4.	Home Energy Assistance	26,998
5.	Crisis Assistance	68,207
6.	Weather Related/Supply	5,543
7.	<u>Total Direct Client Assistance</u>	100,748
	Leveraging Funds	
8.	Home Energy Assistance	-0-
9.	Crisis Assistance	1,372
10.	Leveraging Total	1,372
11.	Grand Total	109,364